



In case of a **burglary**



1. Do Not Enter!
2. **Call (305) 4-POLICE
(305) 476-5423**
3. Do Not Touch Anything

Miami-Dade Police Department

District Stations

The responsible General Investigations Unit for your neighborhood may be contacted at one of the following locations:

Northwest Station *District 1*

5975 Miami Lakes Drive
(305) 698-1500

Northside Station *District 2*

2950 NW 83 Street
(305) 836-8601

Midwest Station *District 3*

9101 NW 25 Street
(305) 471-2800

Cutler Ridge Station *District 4*

10800 SW 211 Street
(305) 378-4300

Kendall Station *District 5*

7707 SW 117 Avenue
(305) 279-6929

Intracoastal Station *District 6*

15665 Biscayne Boulevard
(305) 940-9980

Airport Station *District 7*

Miami Int'l Airport
(305) 876-7373

Hammocks Station *District 8*

10000 SW 142 Avenue
(305) 383-6800

Town of Miami Lakes

15700 NW 67 Avenues
(305) 364-6100

Village of Palmetto Bay

8950 SW 152 Street
(305) 259-1270

Town of Cutler Bay

10720 Caribbean Blvd.
(305) 234-4237

114.01-456 8/08



Delivering Excellence Every Day

What to do in case of a **Commercial Burglary**



Miami-Dade Police Department

Upon discovering a break-in to your business...

The Miami-Dade Police Department (MDPD) is committed to serving the Citizens of Miami-Dade County by providing the best possible police services.

Crime prevention is a big part of that service; however, in large metropolitan areas such as South Florida, residential burglaries are sometimes a reality. This brochure is designed to assist you should you find yourself a victim of this crime.

Burglary is generally a crime against property and is described by Florida State Law as:

Statute 810.02 *“Entering a dwelling, a structure, or a conveyance (car/boat/plane) with the intent to commit an offense therein, unless the premises are at the time open to the public or the defendant is licensed or invited to enter.” The theft and/or destruction of your property would be considered “an offense therein,” thus the crime of Burglary has been committed.*

1. If you believe that someone may still be on the premises: DO NOT ENTER!
Leave the area and call police - **Dial 911**

2. Tell the complaint officer:

- ☐ What happened.
- ☐ The location address.
- ☐ Any description of persons or vehicles you may have seen.
- ☐ Your current location.
- ☐ Wait for police response in a secure environment and do not attempt to apprehend anyone you may suspect in your case.

3. If you have entered the premises prior to police response and no one is there:

- ☐ Do not touch anything that was disturbed, broken, or relocated, as this may be evidence the police can use.

**Call the Police
(305) 4-POLICE
(305-476-5423)**

**Miami-Dade Police & Fire Departments
non-emergency number**

- ☐ Provide the information requested and wait for police response.
- ☐ While waiting, take a visual inventory of what may be missing, but do not touch anything. Items left out in inclement weather may lose their evidentiary value, so if necessary, carefully secure them inside.

Police Response

- ☐ Items that appear to have bodily fluid stains, including blood, sweat, or saliva (liquid, dried, gel-like) may be processed for DNA. This includes any items left behind by the burglar (gloves, hats/caps, clothing, etc.). Set these items aside or leave undisturbed if possible.
- ☐ The reporting officer will determine what items should be left undisturbed for processing. If you find items that you think may be processed, ask the officer and he/she will make that determination.
- ☐ A Crime Scene Investigations Unit (CSI) may be requested by the uniform officer depending upon evidence at the scene that can be processed. Unfortunately, not all burglary scenes are able to be processed. *Note - It is important to understand that a CSI officer may not immediately respond until the following day(s) due to case load/emergencies that may arise.*

How to contact the police investigator assigned to your case

- ☐ The responding police officer will provide you with a case report number and the name of the district station responsible for providing police service to your neighborhood.
- ☐ Your case will be assigned to a General Investigations Unit (GIU) detective from your district. This person will be in charge of your case.
- ☐ If you need to speak to an investigator immediately to report any additional information or to ask questions because you are not sure what to do, contact the GIU of

If there is a delay in scene processing of your business

As a business owner/proprietor, it is important to continue with your business operations. As it has always been said in your industry, “time is money,” and the Miami-Dade Police Department is well aware of this. You must be able to clean, repair, and/or secure your work place and open for business. Here are a few things you can do that will get you up and running again, while preserving any possible evidence so that an arrest and prosecution has the best possible chance of occurring:

- ☐ Leave undisturbed or carefully move identified items to a safe location as directed by the reporting officer.
- ☐ Repair or close off entrances/windows that, if left open, would impact your and your customer’s safety or quality of life.
- ☐ **DO NOT MOVE OUT OF OR CLOSE DOWN YOUR BUSINESS!** It is not necessary to leave your office. Simply move identified items as stated above.
- ☐ Resume your normal routine. A burglary is generally a property crime that can cause you financial hardship and delays in your operations. Get back to conducting business as soon as possible.
- ☐ Contact your insurance company to file a claim, if so desired, and provide them with the police case number.
- ☐ Contact the district station to obtain any necessary copies of your police report.

your police district and ask for the detective assigned to your case, or another detective to assist you.

- ☐ The GIU is in charge of your case and will conduct any and all follow-up investigations. CSI is a support unit for the lead detective and will provide any results from your scene to them. If several days have passed and CSI has not responded, contact the GIU detective regarding any response concerns. Do not contact CSI directly, as all calls will be referred back to the GIU detective.